



Logistics Specialist (LS)

October 2021





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Logistics Specialist community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Logistics Specialist?

Logistics Specialist roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Logistics Specialist roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Logistics Specialist "A" School at Meridian MS, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



LS CAREER PATH

Logistics Specialists (LS). LSs manage inventories of repair parts and general supplies that support Ships, Squadrons, Seabee battalions, and shore-based activities. They procure, receive, store, and issue material and repair components. They operate Navy Post Offices, finance windows, sort and distribute all official and personal mail. They utilize financial accounting programs and databases.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
23-30	LSCM	22 Yrs	CSEL	36	Follow on Sea/Shore Tours.
20-23	LSCM LSCS	22 Yrs 17.8	CSEL 3MC	36	4 th Sea Tour Billet: Dept/Readiness/Div LCPO Duty: CVN/LHA/LHD/LPD/LCC/ CG/CCSG/NMCB/SPECWAR
18-20	LSCM LSCS LSC	22 Yrs 17.8 13.9	CSELTPU/FLC/ Brig Duty	36	3 rd Shore Tour Billet: Force LS/Inspector/Instructor/ ECM/Detailer/ Manpower/Rating Specialist/SEA/ LCPO/Staff Duty: TYCOM/ATG/NETC/BUPERS/ NPC/CNIC/NAVMAC/Major Staff/ FLC/ASD/Expeditionary/SPECWAR/ MPSA/NAVSUP
15-18	LSCS LSC	17.8 Yrs 13.9	LDO, OCS, MECP, CSEL SUPPO-Littoral Combat Ship, 3MC, Recruit Division Commander, Equal Opportunity Advisor, Brig Duty, NAVLEAD Instructor, Officer/Enlisted Recruiter, Navy Flight Demonstration Squadron/Blue Angels	42	3 rd Sea Tour Billet: Dept/Readiness/DivLCPO Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR/ CG, CCSG, CVN, LCC, LCS, LHA, LHD, LPD, DDG,MCM/ Qualification: Senior Enl Academy
12-15	LSC LS1 LS2	13.9 Yrs 8.9 3.7		36	2 nd Shore Tour Billet: Dept/Div LCPO/LPO/ Supervisor/Instructor/Inspector/Detailer Duty: STAFF/ATG/NETC/CSS/ Fleet Mail Center/Expeditionary/ASD
8-12	LS1 LS2	8.9 Yrs 3.7		42	2 nd Sea Tour Billet: LPO/WCS/Finance/ Postal/DLR Custodian/Purchase Card Holder. Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR
5-8	LS1 LS2 LS3	8.9 Yrs 3.7 2.4	LDO, STA-21, OCS, MECP, NAVAL ACADEMY, NROTC Recruit Division Commander, Brig Duty, Officer/Enlisted Recruiter, Camp David, USS CONSTITUTION	36	1 st Shore Tour Billet: Supply Tech/Financial Mgmt/ Instructor/Recruiting Commands Duty Station: FLC/NAVSUP/ NAS/ASD/AIMD. Qualification: NAVLEAD
1-5	LS2 LS3	3.7 Yrs 2.4		55	1 st Sea Tour Billet: Supply Technician/WCS. Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR Qualification : ESWS/EAWS/SCW/ EXW
1+/-	LSSN Accession Training	1.3 Years			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command



LS CAREER PATH

Notes:

1. "A" School is not required
2. SK/AK (2003 merger) and PC's (2010 merger) to form the LS rating.
3. LS's follow a Sea/Shore Flow as per NAVADMIN 190/16. The rating is sea centric. Over a 20-year career, Sailors should expect to be assigned to sea duty for approximately 60% of the time (12 years).

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
 - LPO/ALPO Operational
 - Qualified OOD(I/P) /JOOD
 - DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement
 - Primary or assistant Command Collateral duty with documented impact
 - FCPOA involvement
 - Assistance watchbill coordinator
2. Shore Assignments (all)
 - FLC/ATG/TYCOM Staff/BUPERS/Military Postal/SPECWAR/Expeditionary
 - Instructor Duty
 - FCPOA Involvement
 - Special Programs (RDC/Recruiting/3MC)
 - Primary or assistant Command Collateral duty with documented impact
 - Qualified CDO/ACDO

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
 - Department or Division LCPO
 - Qualified OOD(I/P), Section Leader, and other outside the normal scope (ie: ATTWO, OOD(U/W), Conning Officer, Helo Control Officer, CDO)
 - DCTT team or other Training Team member/Repair locker leader or other Damage Control organization involvement
 - Command Collateral duty with documented impact
 - Active CPO Mess/Association involvement
2. Shore Assignments (all)
 - Department or Division LCPO
 - FLC/ATG/TYCOM Staff/BUPERS/Military Postal Service/SPECWAR/Expeditionary/ Instructor /FLC's/ASD
 - Qualified CDO/ACDO/SDO
 - Active CPO Mess/Association involvement
 - Command Collateral duty with documented impact
 - Special Programs (RDC/Recruiting/3MC)

Considerations for advancement from E8 to E9

1. Sea Assignments (all)
 - Department or Division LCPO, Operational
 - Qualified OOD(I/P), Section Leader, Watchbill Coordinator, and other outside the normal scope (ie: ATTWO, OOD(U/W))
 - DCTT or other Training Team leader/Repair locker leader or other Damage Control organization involvement.
 - Command Collateral duty with documented impact
 - Active CPO Mess/Association involvement



LS CAREER PATH

2. Shore Assignments (all)

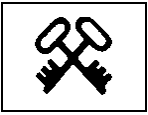
- Served as SEL/LCPO
- ATG/TYCOM Staff/BUPERS/Military Postal Service/SPECWAR/Expeditionary/ Instructor/FLC's
- Qualified CDO
- Command Collateral duty with documented impact
- Active CPO Mess/Association involvement



LS CAREER PATH FULL TIME SUPPORT (FTS)

Logistics Specialists manage inventories of repair parts and general supplies that support Ships, Squadrons, Seabee battalions, and shore-based activities. They procure, receive, store, and issue material and repair components. They operate Navy Post Offices, finance windows, sort and distribute all official and personal mail. They utilize financial accounting programs and databases.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION *Note 3	TYPICAL CAREER PATH DEVELOPMENT
23-30	LSCM	21.1 Yrs	CMDCM	36/36	8 th Tour Billet: CSEL, Supply Chain Manager/Supply Policy
20-23	LSCM LSCS	21.1 Yrs 19.1	CMDCM, CMDCS,	36/36 36/36	7 th Tour Billet: Dept/Readiness/Div LCPO Duty: LPD/NECC/FLC/ASD /NOSC/CNRF/CNAFR/NPC
18-20	LSCM LSCS LSC	21.1 Yrs 19.1 14.7	CMDCM, CMDCS, CMD SEL,	36/36 36/36 36/36	6 th Tour Billet: Dept/Readiness/Div LCPO/Detailer Duty: DDG/LPD/LSD/NECC/ FLC/HSC/CORIVRON/ASD
15-18	LSCS LSC	19.1 Yrs 14.7	CMDCM, CMDCS, CMD SEL, LDO, CWO, OCS, MECP	36/36 36/36	5 th Tour Billet: Dept/Readiness/Div LCPO/Detailer /ECM Duty: DDG/LPD/LSD/NECC/ /HSC/CORIVRON/FLC ASD/NOSC/CORIVGRU/CNAFR /NPC/CNRF/NPC Qualification: Senior Enl Academy
12-15	LSC LS1 LS2	14.7 Yrs 9.7 3.9		36/36 36/36 36/36	4 th Tour Billet: Dept/Div LCPO/LPO/Material Supervisor/Instructor/Inspector/ Detailer Duty: DDG/LSD/NECC/ FLC/HSC/CORIVRON/NPC ASD/NOSC/CORIVGRU/CNAFR
8-12	LS1 LS2	9.7 Yrs 3.9		36/36 36/36	3 rd Tour Billet: Supply Tech/Aviation Material Supervisor/Trainer Duty Station: FLC/NAVSUP/VFA/VR/ LSD/ASD/NMCB/FRC/NOSC/ HSC
5-8	LS1 LS2 LS3	9.7 Yrs 3.9 2.2		36/36 36/36 48/36	2 nd Tour Billet: Supply Tech/Aviation/ Material Supervisor/Trainer Duty Station: DDG/LSD FLC/NAVSUP/LHD/ASD/NMCB /FRC/NOSC Qualification: NAVLEAD
1+/-	LSSN LSSA Accession Training	9 Months		48/36	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



LS CAREER PATH FULL TIME SUPPORT (FTS)

Notes:

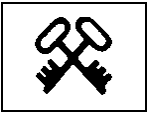
1. “A” school is not required
2. Former SK/AK (2003 merger) and PC’s (2010 merger) to form the LS rating.
3. The LS rate is a shore intensive rate due to few sea duty opportunities. Normal sea/shore rotation does not apply.
4. LS Sailors fill Individual Augmentation billets requiring personnel/manpower/financial accounting and may fill any Sailor type billets.
5. LS Sailors may qualify for any warfare designation based upon assignment type

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
 - Should be qualified OOD(I/P)
 - DCTT team or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement
 - Should have served as LPO or Assistant LPO
 - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
 - FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
 - Command collateral duties with documented impact
2. Shore Assignments (all)
 - Department/Divisional LPO
 - Personnel assigned to OPNAV, CNRFC, TYCOM staff, and NPC. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the LS community
 - Personnel assigned to RTC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
 - Personnel assigned to Navy Operational Support Centers (NOSC) **SHALL** complete the NOSC Watchstander PQS (NAVEDTRA 43075)
 - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
 - FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
 - Command collateral duties with documented impact

Considerations for advancement from E7 to E8

1. Sea Assignments (all)
 - Department or divisional or Division LCPO
 - Should be qualified OOD(I/P), Section leader, and other outside the normal scope (ie: AT TWO, OOD, CICWO, Deck Safety Officer (U/W)
 - DCTT/ATTT team or other Training Team Member
 - Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
 - CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions



LS CAREER PATH FULL TIME SUPPORT (FTS)

- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

2. Shore Assignments (all)

- Personnel assigned as and filling the role of Command Senior Enlisted Leaders at NOSCs
- Personnel assigned to OPNAV, CNRFC, TYCOM staff, and NPC. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the LS community
- Personnel Assigned to RTC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

Considerations for advancement from E8 to E9

1. Sea Assignments (all)

- Limited Sea Duty opportunity for LS/FTS rating
- Should be qualified OOD(I/P), Section leader, and other outside the normal scope (ie: ATTWO, OOD, CICWO, Deck Safety Officer (U/W))
- DCTT/ATTT team or other Training Team Member
- Should have served as Department LCPO or Division LCPO
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact

2. Shore Assignments (all)

- SEL/LCPO
- Personnel assigned as and filling the role of Command Senior Chief
- RCC Logistics Manager
- ASD Supervisor
- Personnel assigned to OPNAV, CNRFC, TYCOM staff, and NPC. Sailors selected to serve on one of these staffs are considered to be at the top of operational expertise and are highly valued by the LS community
- Sailor 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions
- Command collateral duties with documented impact



LS CAREER PATH SELECTED RESERVE (SELRES)

Logistics Specialists manage inventories of repair parts and general supplies that support Ships, Squadrons, Seabee battalions, and shore-based activities. They procure, receive, store, and issue material and repair components. They operate Navy Post Offices, finance windows, sort and distribute all official and personal mail. They utilize financial accounting programs and databases.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
23-30	LSCM	21.9 Yrs	CSEL	N/A	9th Tour Billet: CSEL, Supply Policy
20-23	LSCM LSCS	21.9 Yrs 17.8	CSEL 3MC	N/A	8th Tour Billet: CSEL/Dept/Readiness/Div LCPO Duty: NECC/NAVSUP/GLS/FLC CNAFR/CORIVGRU
18-20	LSCM LSCS LSC	21.9 Yrs 17.8 15.4	CSEL	N/A	7th Tour Billet: Dept/Readiness/Div LCPO LCPO Duty: NECC/FLC/WSS/CORIVRON/ASD/CORIVGR U/CNAFR/MSRON/
15-18	LSCS LSC	17.8 Yrs 15.4	LDO, OCS, MECP, CSEL/LCS/MCM, 3MC, Equal Opportunity Advisor, Drug and Alcohol Counselor/SARP, NAVLEAD Instructor	N/A	6TH Tour Billet: Dept/Readiness/Div LCPO Duty: FLC/WSS/VR/CORIVRON/ASD/CORIVGRU/CNAFR/MSRON/ Qualification: Senior Enl Academy.
12-15	LSC LS1 LS2	15.4 Yrs 12.7 6.2		N/A	5TH Tour Billet: Dept/Div LCPO/LPO/ Supervisor/Instructor Duty: FLC/WSS/VR/CORIVRON/ASD/MSRON/NCHB
8-12	LS1 LS2	12.7 Yrs 6.2		N/A	4TH Tour Billet: LPO/WCS/Finance/ Postal/DLR Custodian/Purchase Card Holder. Duty: FLC/WSS/VR/ASD/NCHB CORIVRON/MSRON/ Qualification: RLR/LSR Master
5-8	LS1 LS2 LS3	12.7 Yrs 6.2 3.4		N/A	3rd Tour Billet: Supply Tech/Financial Mgmt/ Instructor/Recruiting Commands Duty: FLC/VR/NCHB/MSRON/ASD - Qualification: ATS/NEC 2821 IDPC/NEC 3001 /RLR/LSR Journeyman NAVLEAD/NEC 9585/9502.
1-5	LS2 LS3	6.2 Yrs 3.4	LDO, STA-21, OCS, NAVAL ACADEMY, Drug and Alcohol Intern/SARP	N/A	2nd Tour Billet: Supply Technician/WCS. Duty: FLC/VR/NCHB/ASD Qualification : EAWS/EXW/LSR/RLR APPRENTICE
1+/-	LSSN LSSA Accession Training	1.7 Yrs		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



LS CAREER PATH SELECTED RESERVE (SELRES)

Notes:

1. "A" School is not required; this is a direct convert rate.
2. Rating NECs:
 - S05A - Reserve Independent Duty Ashore Logistics Specialist
 - S07A - Relational Supply (Force) Technician
 - S08A - Relational Supply Unit Technical Specialist
 - S09A - Relational Supply Force Advance Technical Specialist
 - S10A - Relational Supply Unit Advance Technical Specialist
 - S11A - Expeditionary Logistics Specialist
 - S12A - Independent Duty Postal Clerk

CONSIDERATIONS FOR ADVANCEMENT FROM E6 TO E7

E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Assistant/Command Collateral Duty with documented impact
- First Class Petty Officers Association (FCPOA) involvement/leadership with documental impact
- SAILOR 360 Phase I involvement and leading a committee
- Should have served as LPO or Assistant LPO
- SEJPME/PPME Completion
- Impact to gaining command
- Documented technical expertise in-rate
- Leadership impact on junior Sailors

CONSIDERATIONS FOR ADVANCEMENT FROM E7 TO E8

E8 Selection Board. Highly competitive candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Command Collateral Duty with documented impact
- CPO involvement/leadership
- SAILOR 360 Phase I/II involvement and leading a committee
- Should have served as Unit LCPO, National or Regional Staff positions

CONSIDERATIONS FOR ADVANCEMENT FROM E8 TO E9

E9 Selection Board. Highly competitive candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Command Collateral Duty with documented impact
- CPO involvement and holding a position
- SAILOR 360 Phase I/II involvement and leading a committee
- Should have served as Unit LCPO, National or Regional Staff positions
- Graduate of Senior Enlisted Academy or other Service Equivalent



Logistics Specialist Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44055

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

ADMINISTRATION

Task Objective	** Supv Init	Date
Assign individual mail boxes		
Cross-check requisition data		
Input accountable mail		
Input Irregularities in Makeup and Dispatch of Mail (DD Form 2273)		
Input nested retro-grade customs required mail		
Maintain files (e.g. expenditure invoices, fuel files, inventory records, postal, etc.)		
Maintain flight packets		
Prepare manifold dispatch bills		
Prepare Registered Mail - Balance and Inventory (DD Form 2261)		
Process Component Control Section (CCS) report data		
Process customs endorsements		
Process Defective Material Summary (DMS)		
Process Material Outstanding File (MOF)		
Reconcile completed material receipts		
Reconcile Stock-in-Transit or Material-in-Transit (SIT/MIT) reports		
Record receipt files		
Research financial liability of property loss		
Submit Casualty Report (CASREP) requisitions		
Update incoming requisition status reports		
Update receipt files		
Validate official mail		
Verify country restrictions		
Verify Fleet, Army, and Diplomatic Post Office (FPO/APO/DPO) restrictions		
Verify maintenance forms (e.g. OPNAV 4790/2K, OPNAV 4790/60, Micro-Miniature Certification, etc.)		
Verify United States Postal Service (USPS) Customs Declarations (PS Form 2976)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

FINANCIAL

Task Objective	** Supv Init	Date
Prepare non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)		
Prepare standard requisitions		
Process Material Obligation Validations (MOV)		
Process money order transactions		
Process postage meter transactions		
Process postal customer service transactions		
Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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INSPECTION AND EVALUATION

Task Objective	** Supv Init	Date
Conduct location audits		
Inspect mail containers		
Inventory aircraft equipment and material		
Inventory stock material and supplies		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

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LOGISTICS

Task Objective	** Supv Init	Date
Deliver accountable mail		
Distribute customer materials		
Issue Hazardous Material (HAZMAT)		
Process accountable mail		
Process mail (e.g. pro-grade, retro-grade, undeliverable, etc.)		
Process material for shipment		
Process material issues from stock		
Process philatelic mail		
Process storeroom refusals		
Receive Hazardous Material (HAZMAT)		
Reconcile issues pending listings		
Return material to storeroom stock		
Stow Hazardous Material (HAZMAT)		
Stow material		
Update shipping, transportation, and packaging discrepancies reports (PDREP)		
Validate stock control review listings		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

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MANAGEMENT

Task Objective	** Supv Init	Date
Maintain Individual Mail Lock Boxes (IMLB)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

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SECURITY

Task Objective	** Supv Init	Date
Secure registered mail (e.g. cages, sections, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Logistics Specialist Seaman Recruit to Seaman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
LS Class A - Job Aids and Activities ¹	Navy e-Learning	CSS-LSA-230-1.0		
Logistics Specialist / Logistics Specialist Submarine PQS ¹	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM ¹	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
Logistics Specialist Postal Basic (Block 1) (S001) ¹	Meridian, MS	A-551-1016	10 days	
Logistics Specialist Supply Basic (Block 0) ¹	Meridian, MS	A-551-1015	32 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S08A - R-Supply - Unit Level Basic ¹	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Enlisted Sailors (paygrade E1-E3) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute basic administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research.. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have minimal leadership or supervisory roles.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (i.e. SEAL Teams), Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Shore Supply Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
3M 301 PQS		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard for Duty Supply		
Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
One Touch Supply (OTS) Seminar	ATG Classroom	Seminar	1 day	
Logistics Management Seminar	ATG Classroom	Seminar	1 day	
Inventory Management Seminar	ATG Classroom	Seminar	1 day	
DLR Management Seminar	ATG Classroom	Seminar	1 day	
Financial Management Seminar	ATG Classroom	Seminar	1 day	
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport,/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
RSupply Junior Logistics Specialist (LS)-Unit Level	San Diego/Norfolk		2 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Unit User's Manual <i>NAVSUP P-732</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
Casualty Assistance Calls Officer Handbook <i>NAVPERS 15607</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	



Logistics Specialist Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS ¹	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM ¹	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
Logistics Specialist Postal Basic (Block 1) (S001) ¹	Meridian, MS	A-551-1016	10 days	
Logistics Specialist Supply Basic (Block 0) ¹	Meridian, MS	A-551-1015	32 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S08A - R-Supply Unit Level Basic ¹	Norfolk, VA / San Diego, CA	A-551-0026	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Enlisted Sailors (paygrade E4) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. Logistics Specialist, (LS) receive training following Basic Recruit Training in logistics support to officers and enlisted personnel. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as storeroom supervisor, work center supervisor, or basic supply programs manager.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard for Duty Supply		
Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Refer to E-1 to E-3 Recommended Community PME				
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport,/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
RSupply Junior Logistics Specialist (LS)-Unit Level	San Diego/Norfolk		2 days	
Electronic Retrograde Mgmt. System (eRMS)-Force Level	North Island/ Norfolk			
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
Time Management: Proven Techniques for Making the Most of Your Valuable Time <i>by Marshall J. Cook</i>	
AMPS MANUAL, AUTOMATED MILITARY POSTAL SYSTEM USER GUIDE	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
Department of the Navy Simplified Acquisition Procedures <i>NAVSUPINST 4200.85</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Policy on Sexual Harassment <i>SECNAVINST 5300.26E</i>	



Logistics Specialist Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS ¹	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM ¹	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
810A - Correctional Counselor ¹	Lackland AFB, TX	A-831-0002	33 days	
L40A - Navy Drug and Alcohol Abuse Counselor ¹	San Diego, CA	B-302-0001	72 days	
L39A - Navy Drug and Alcohol Counselor Intern	San Diego, CA	B-302-0001	74 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier ¹	Pensacola, FL	S-501-0031	26 days	
806R - Career Information Program Advisor ¹	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S08A - R-Supply Unit Level Basic ¹	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
S12A - Independent Duty Fleet Postal Clerk ¹	Norfolk, VA / San Diego, CA	A-554-0026	12 days	
S19A - NALCOMIS OIMA Supply Application Administrator ¹	San Diego, CA	C-555-0050	12 days	
S18A - Aviation Supply System Specialist NALCOMIS Optimized ¹	Norfolk, VA San Diego, CA	C-551-2019	19 days	
S07A - RSUPPLY (Force Level) Operations Technician ¹	Norfolk, VA / San Diego, CA	A-551-0029	24 days	
S05A - Independent Duty Logistics Specialist Ashore ²	New Orleans, LA	R-551-0010	12 days	
S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) ¹	CBT/JQR	N/A		
S08A - R-Supply - Unit Level Basic ¹	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker/Postal Inspector) Enlisted Sailors (paygrade E5) should have a good understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center supervisor, storeroom supervisor, supply program manager, departmental coordinator, or work center leading petty officer.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Master Training Specialist (MTS)		
Personal Qualifications Standard for Duty Supply		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Refer to E-1 to E-3 Recommended Community PME				
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport,/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Electronic Retrograde Mgmt. System (eRMS)-Force Level	North Island/ Norfolk			
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
The Naval Institute Guide to Naval Writing <i>by Robert Shenk</i>	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DOD 4525.6-M, Military Post Office Operating Procedures	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
RSupply Unit User's Manual <i>NAVSUP P-732</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Personal Financial Management (PFM) Education, Training And Counseling Program <i>OPNAVINST 1740.5A</i>	
Operational Risk Management (ORM) <i>OPNAVINST 3500.39(Series)</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Navy Fraternization Policy <i>OPNAVINST 5370.2 Series</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	
Department of the Navy Policy on Sexual Harassment <i>SECNAVINST 5300.26E</i>	



Logistics Specialist Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS ¹	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM ¹	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist ¹	Patrick AFB, FL	A-500-0612	110 days	
810A - Correctional Counselor ¹	Lackland AFB, TX	A-831-0002	33 days	
L39A - Navy Drug and Alcohol Counselor Intern	San Diego, CA	B-302-0001	74 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier ¹	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter ¹	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor ¹	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S08A - R-Supply Unit Level Basic ¹	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
S12A - Independent Duty Fleet Postal Clerk ¹	Norfolk, VA / San Diego, CA	A-554-0026	12 days	
S19A - NALCOMIS OIMA Supply Application Administrator ¹	San Diego, CA	C-555-0050	12 days	
S18A - Aviation Supply System Specialist NALCOMIS Optimized ¹	Norfolk, VA San Diego, CA	C-551-2019	19 days	
S07A - RSUPPLY (Force Level) Operations Technician ¹	Norfolk, VA / San Diego, CA	A-551-0029	24 days	
S05A - Independent Duty Logistics Specialist Ashore ²	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor ¹	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level ¹	Newport, RI	A-551-0027	12 days	
S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) ¹	CBT/JQR	N/A		
S08A - R-Supply - Unit Level Basic ¹	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager/Postal Worker/Postal Inspector) Enlisted Sailors (paygrade E6) should have a solid understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations, and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading petty officer, supply program manager, departmental or command coordinator.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 Department Head		
Petty Officer of the Watch (POOW) in port		
Junior Officer of the Deck (JOOD) (At Sea)		
Personal Qualifications Standard for Duty Supply		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Refer to E-1 to E-3 Recommended Community PME				
OMMS-NG/SKED Seminar	ATG Classroom	Seminar	1 day	
Configuration Management Seminar	ATG Classroom	Seminar	1 day	
SUPPO/Senior LS Course	ATG Classroom	Seminar	1 day	
SMC Awareness Training Class Seminar	ATG Classroom	Seminar	1 day	
CMP MGMT Seminar	ATG Classroom	Seminar	1 day	
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport,/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
The Naval Institute Guide to Naval Writing <i>by Robert Shenk</i>	
Any books on Leadership/Management	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Career Counselor Handbook <i>NAVPERS 15878</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	



Logistics Specialist Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist ¹	Patrick AFB, FL	A-500-0612	110 days	
810A - Correctional Counselor ¹	Lackland AFB, TX	A-831-0002	33 days	
L40A - Navy Drug and Alcohol Abuse Counselor ¹	San Diego, CA	B-302-0001	72 days	
L39A - Navy Drug and Alcohol Counselor Intern	San Diego, CA	B-302-0001	74 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier ¹	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter ¹	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor ¹	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S08A - R-Supply Unit Level Basic ¹	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
S12A - Independent Duty Fleet Postal Clerk ¹	Norfolk, VA / San Diego, CA	A-554-0026	12 days	
S19A - NALCOMIS OIMA Supply Application Administrator ¹	San Diego, CA	C-555-0050	12 days	
S18A - Aviation Supply System Specialist NALCOMIS Optimized ¹	Norfolk, VA San Diego, CA	C-551-2019	19 days	
S07A - RSUPPLY (Force Level) Operations Technician ¹	Norfolk, VA / San Diego, CA	A-551-0029	24 days	
S05A - Independent Duty Logistics Specialist Ashore ²	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor ¹	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level ¹	Newport, RI	A-551-0027	12 days	
S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) ¹	CBT/JQR	N/A		

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager/Postal Worker/Postal Inspector) Enlisted Sailors (paygrade E7) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports, and prepare senior management reports. They make budget-related recommendations and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, command coordinator, division officer, or departmental leading chief petty officer.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
The Chief Petty Officer's Guide <i>by John Hagan and Jack Leahy</i>	
Ask the Chief: Backbone of the Navy <i>by Jack Leahy</i>	
Naval Ceremonies, Customs, and Traditions <i>by Royal Connell and William Mack</i>	
Naval Institute Guide to Writing <i>by Robert Shenk</i>	
Any books on Leadership/Management	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Career Counselor Handbook <i>NAVPERS 15878</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	



Logistics Specialist Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist ¹	Patrick AFB, FL	A-500-0612	110 days	
810A - Correctional Counselor ¹	Lackland AFB, TX	A-831-0002	33 days	
L40A - Navy Drug and Alcohol Abuse Counselor ¹	San Diego, CA	B-302-0001	72 days	
L39A - Navy Drug and Alcohol Counselor Intern	San Diego, CA	B-302-0001	74 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier ¹	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter ¹	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor ¹	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
8CSC - Command Senior Chief (CMDCS) ¹	Newport, RI	A-570-4500	12 days	
8COB - Chief of the Boat (Submariner); E-8-E9s ¹	Newport, RI	A-570-4500	12 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S19A - NALCOMIS OIMA Supply Application Administrator ¹	San Diego, CA	C-555-0050	12 days	
S18A - Aviation Supply System Specialist NALCOMIS Optimized ¹	Norfolk, VA San Diego, CA	C-551-2019	19 days	
S05A - Independent Duty Logistics Specialist Ashore ²	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor ¹	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level ¹	Newport, RI	A-551-0027	12 days	
S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) ¹	CBT/JQR	N/A		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager/Postal Worker/Postal Inspector) Enlisted Sailors (paygrade E8) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports, and prepare senior management reports. They make budget-related recommendations. And take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, command coordinator, division officer, departmental leading chief petty officer, or senior enlisted advisor.

RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Senior Enlisted Leader		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	



Logistics Specialist Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist ¹	Patrick AFB, FL	A-500-0612	110 days	
810A - Correctional Counselor ¹	Lackland AFB, TX	A-831-0002	33 days	
L40A - Navy Drug and Alcohol Abuse Counselor ¹	San Diego, CA	B-302-0001	72 days	
L39A - Navy Drug and Alcohol Counselor Intern	San Diego, CA	B-302-0001	74 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier ¹	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter ¹	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor ¹	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
8COB - Chief of the Boat (Submariner); E-8-E9s ¹	Newport, RI	A-570-4500	12 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	12 days	
749A - Hazardous Materials Transportation Specialist Pipeline ¹	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
S05A - Independent Duty Logistics Specialist Ashore ²	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor ¹	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level ¹	Newport, RI	A-551-0027	12 days	
S11A - Expeditionary Logistics Specialist; (See NEOCS manual for requirements) ¹	CBT/JQR	N/A		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist (Supply Officer/Logistician/Supply Chain Manager/Postal Inspector) Enlisted Sailors (paygrade E9) should have an advanced understanding of standard office equipment, layout, and function. Master Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports, and prepare senior management reports. They make budget-related recommendations, and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, command coordinator, division officer, departmental leading chief petty officer, or command master chief.

RECOMMENDED BILLET ASSIGNMENTS

RECOMMENDED BILLET ASSIGNMENTS: Air (All Squadrons), Surface (All Ships), Special Warfare (SEAL Teams), Type Commander, Seabee Commands, Expeditionary Commands, Joint Commands, Overseas Commands, Staff Commands, Strike Group, Carrier Air Groups, Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the LS-Logistics Specialist rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	Association for Supply Chain Management (ASCM)	APICS Certified in Logistics, Transportation and Distribution (CLTD)	
E5	Association for Supply Chain Management (ASCM)	APICS Certified in Production and Inventory Management (CPIM)	
E2	Association for Supply Chain Management (ASCM)	APICS Certified Supply Chain Professional (CSCP)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level Two- Analysis and Application of Supply Chain Challenges	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LS-Logistics Specialist rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
	Administrative Services Manager	
E1 - E9	Computer Operator	
	Post Office Clerk	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the LS-Logistics Specialist Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer

9993 - Junior Supply Officer
9994 - Assistant Storekeeper

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA _____ (verify account access)	MNA _____ (extend in current field)	MNA _____ (apply for billets)	MNA _____ (apply for billets)	Sign Eval _____
Family Care Plan _____		Start Eval _____		
Mil to Mil _____		Reverse Sponsor _____		
		Incentives/EOS opportunities _____		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD 2648 _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
Annual Statement of Service History (ASOSH) _____ <i>Reserve Only</i>	Reserve Affiliation _____	Request Leave / PTDY _____	DD 214* _____
	VA/DVA _____		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)
Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____
Overall Score _____ / _____
List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____
List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders ⁴	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Logistics Specialist Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR LS

Recommended Associates' degrees for the Seaman
Business
Finance
Human Services
Marketing
Accounting
Logistics Management
Public Administration
Liberal Studies

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR LS

Recommended Bachelors/Masters degrees for the Seaman
Business
Finance
Human Services
Marketing
Accounting
Logistics Management
Public Administration
Liberal Studies

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN



EMPIRE STATE COLLEGE
STATE UNIVERSITY OF NEW YORK

Degree: Bachelor of Science	School: Empire State College, SUNY						
Area of Study (AOS): Cultural Studies	E-mail: OVME@esc.edu			Tuition: \$207/credit hour			
Concentration (major): Religious Studies	Phone: 800 867-5941			All fees waived for active duty military			
	Fax: 518 587-5592						
Rate: Religious Program Specialist (RP)	SN	RP3	RP2	RP1	RPC	RPCS	RPCM
	E3	E4	E5	E6	E7	E8	E9
WHAT YOU HAVE: Navy credit (semester hours) awarded by Empire State College:	ACE RECOMMENDED/APPLIED CREDIT						
Recruit Training (<i>Elective</i>)	3	3	3	3	3	3	3
AOS/Concentration (<i>Major</i>)	2	2	2	5	5	5	5
Concentration (<i>Major</i>) - Advanced	0	0	0	0	0	0	0
Electives	8	18	21	24	24	24	24
Advanced (<i>Upper</i>) Level Electives	0	0	0	0	12	18	21
Total Recommended/Applied ACE Credits	13	23	26	32	44	50	53
WHAT IS REQUIRED: Degree requirements (in semester hours)	CREDITS NEEDED TO FINISH A DEGREE						
<i>General Education:</i> Credits in each of the following 10 knowledge and skill areas: Mathematics, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, Foreign Language, Basic Communication.	30	30	30	30	30	30	30
<i>Educational Planning</i>	4	4	4	4	4	4	4
<i>AOS/Concentration (Major):</i> Credits may include: Religious Studies, Introduction to World Religions, etc.	20	18	18	18	15	15	15
<i>Concentration (Major) – Advanced Level</i>	24	24	24	24	24	24	24
<i>Electives</i>	29	18	8	5	2	2	2
<i>Electives – Advanced Level</i>	21	21	21	21	21	9	3
Total Credits	128	115	105	102	96	84	75

Empire State College Graduation Requirements

Thirty-two semester/credit hours must be taken at Empire State College, 64 credits must be in liberal studies, and up to 96 can be transferred from other sources (college transfer, military credit, national testing). Students will work with an Empire State College academic mentor to determine liberal studies/concentration courses and develop their degree plan. Required concentration areas/courses will vary depending on the student's focus.

Credit by Evaluation

Credit by evaluation (CBE) allows students to gain college credit for learning acquired through life and work experience including learning gained outside the classroom. Because it cannot be determined prior to enrollment, credit by evaluation is not included in this template. Once enrolled, students can speak to their advisor about taking advantage of this process.

Contact your local Navy College Office for educational counseling.

www.navycollege.navy.mil

www.esc.edu/navy

SAMPLE DEGREE PLAN

University of the Incarnate Word

Degree Program: Associate of Arts
Liberal Studies

Navy MOS: Logistics Specialist (LS)

		ACE RECOMMENDED CREDIT							
			E3	E4	E5	E6	E7	E8	E9
		Initial Skills	7	7	7	7	7	7	7
		Rating Credit	17	20	26	38	44	47	47
CURRICULUM DEGREE REQUIREMENTS	Credit Hours Required								
GENERAL EDUCATION REQUIREMENTS	43								
English Composition	6								
World Literature	3								
Computer Literacy	3		3	3	3	3	3	3	3
Fine Arts	3								
History	3								
College Algebra	3								
Foreign Language	6								
Introduction to Philosophy	3								
Religion	3				3	3	3	3	3
Social Science	3								
Natural Science with Lab	4								
Dimensions of Wellness	3								
MAJOR AREA OF STUDY	21								
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
General Education Elective	3		3	3	3	3	3	3	3
TOTAL REQUIRED HOURS	64	Total credits applied to degree	24	24	27	27	27	27	27

Listing of Recommended Degrees for Logistics Specialist and the schools offering them:

Degree Offered	Select College for Roadmap
AAS - Business Administration (Management)	Berkeley College
BBA - Business Administration (General Business)	Berkeley College
BBA - Business Administration (Management)	Berkeley College
BBA - Business Administration (Marketing)	Berkeley College
BS - Business Administration	Berkeley College
AAS - Business Management (Marketing and Sales Management)	Central Texas College
AA - Business (Human Resource Management)	Coastline Community College
AGS - Associate in General Studies	Columbia College
AS - Business Administration	Columbia College
BA / BS - Business Administration	Columbia College
BGS - Bachelor of General Studies (Business)	Columbia College

BGS - Bachelor of General Studies (Management)	Columbia College
AAS - Business Administration	Dallas TeleCollege
AAS - Child Development	Dallas TeleCollege
AS - Associate of Science (Computer and Information Science/Business System Administration)	ECPI College of Technology
AS - Business, Management and Economics (Business)	Empire State College
BS - Business, Management and Economics (Business Management)	Empire State College
AA - Liberal Arts	Excelsior College
AAS - Administrative / Management Studies	Excelsior College
AS - Liberal Arts	Excelsior College
BA - Liberal Arts	Excelsior College
BS - General Business	Excelsior College
BS - Liberal Arts	Excelsior College
AA - Associate of Arts (Criminal Justice)	Florida National College
AS - Associate of Science (Accounting)	Florida National College
AS - Associate of Science (Business Administration)	Florida National College
AS - Industrial Management Technology	Florida State College At Jacksonville
BA - Sociology	Fort Hays State University
BGS - Bachelor of General Studies	Fort Hays State University
BGS - Organizational Leadership	Fort Hays State University
BS - Organizational Leadership	Fort Hays State University
AS - Management	Hawaii Pacific University
AS - Military Studies	Hawaii Pacific University
ASL - Associate in Supervisory Leadership	Hawaii Pacific University
BS - Business Administration (Management)	Hawaii Pacific University
AA - Business and Economics	Olympic College
AS - Business Administration	Saint Joseph's College of Maine
BA - Business Administration (Management)	Saint Leo University
AS - Business Studies	San Diego City College
AS - Business Administration	Southern New Hampshire University
AS - Information Technology	Southern New Hampshire University
BS - Business Administration	Southern New Hampshire University
BS - Business Administration (Human Resource Management)	Southern New Hampshire University
BS - Computer Information Technology	Southern New Hampshire University

AA - Business Administration	Strayer University
AA - Information Systems	Strayer University
BBA - Business Administration (Banking)	Strayer University
BBA - Business Administration (Finance)	Strayer University
BBA - Business Administration (Human Resource Management)	Strayer University
BBA - Business Administration (Management)	Strayer University
BBA - Business Administration (Marketing)	Strayer University
BBA - Business Administration (Retail Management)	Strayer University
AA - Associate in Arts	Thomas Edison State College
AS - Business Administration	Thomas Edison State College
BA - Liberal Studies	Thomas Edison State College
BS - Business Administration (General Management)	Thomas Edison State College
AA - Associate in Arts	Trident Technical College
BS - Business Administration	TUI University
BA - Liberal Studies (Administrative Leadership)	University of Oklahoma
AA - Associate in Arts (Business/Business Information Systems)	University of the Incarnate Word
AA - Associate in Arts (Business/Business)	University of the Incarnate Word
AA - Associate in Arts (Liberal Arts)	University of the Incarnate Word
BA - Human Resources	University of the Incarnate Word
BA - Organizational Development	University of the Incarnate Word
BAAS - Bachelor of Applied Arts and Sciences	University of the Incarnate Word
BBA - Business Administration (Accounting)	University of the Incarnate Word
BBA - Business Administration (General Business)	University of the Incarnate Word
BBA - Business Administration (Information Systems)	University of the Incarnate Word
BBA - Business Administration (International Business)	University of the Incarnate Word
BBA - Business Administration (Management)	University of the Incarnate Word
BBA - Business Administration (Marketing)	University of the Incarnate Word
AA - General Business	Upper Iowa University
AA - Liberal Arts	Upper Iowa University
BS - Business Administration	Upper Iowa University
BS - Finance	Upper Iowa University
BS - Human Services	Upper Iowa University
BS - Marketing	Upper Iowa University

BS - Psychology	Upper Iowa University
BS - Public Administration	Upper Iowa University
BS - Public Administration (General)	Upper Iowa University
BS - Social Science	Upper Iowa University
AAS - Business Studies	Vincennes University

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2